

VACANCY ANNOUNCEMENT

PRETRIAL SERVICES AGENCY

(COURT SERVICES AND OFFENDER SUPERVISION AGENCY)

Announcement Number: 06-27(MPP)

Opening Date: April 26, 2006

Closing Date: May 12, 2006

Area of Consideration: Current and former Federal employees with status, CTAP/ICTAP eligibles in the local commuting area, or persons eligible for non-competitive appointment under Special Hiring Authorities. Veterans' who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Relocation expenses are not authorized.

Job Title, Series, and Grade: Human Resources Specialist (Deputy Director)
GS-0201-14
Permanent, Full-Time, Career or Career Conditional

Full Performance Level: GS-14

Salary: GS-14: \$91,407 - \$118,828

Location: Office of Human Capital Management
Pretrial Services Agency
Washington, DC

Summary of Primary Duties and Responsibilities:

The incumbent of this position serves as Deputy Director, Office of Human Capital Management (OHCM). He/She:

- Participates in long and short range planning initiatives. Designs and recommends alternatives for human resources programs to address mission critical requirements.
- Administers the daily operations of the Human Resources Unit including labor and employee relations, position management, payroll administration, recruitment and placement, staffing, benefits, performance management and awards.

- Resolves sensitive and confidential human resources problems, interpreting and applying regulations, policy and precedent as appropriate.
- Identifies the need for and conducts or leads teams in special studies in human resources management; develops methodology, collects and analyzes data and prepares recommendations and alternatives.
- Manages the development and coordination of human resources policies and procedures, analyzing and ensuring compliance with law and regulation and responsiveness to PSA needs. Represents OHCM at all levels of PSA and the Agency and with external organizations. Explains programs and policies and gains support for programs and goals.
- Defines requirements for and works with the Office of Information Technology to ensure the full utilization of information technology in human resources operations. Oversees the development and implementation of new or revised systems.
- Acts for the Director, OHCM with full responsibility for management and supervision of the staff.

Qualification Requirements:

- One year of specialized experience comparable in difficulty and responsibility to GS-13. Such experience would have included duties administering the full range of human resources programs.

This is not a law enforcement position.

Evaluation Method:

Applicants will be evaluated on the extent and quality of their experiences, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

The selective factor must be met to be eligible for this position.

Selective Factor:

Experience in supervising one or more of the following human resources functions: labor management and employee relations; recruitment and placement; and position management and compensation.

To receive full consideration, applicants must address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Knowledge of federal human resources principles, theories, concepts, law and regulations.
2. Skill in supervising human resources staff.
3. Ability to consult and work with all levels of staff and management on human resources issues.
4. Knowledge of labor management and employee relations including collective bargaining negotiations and agreement administration, conflict resolution and management of conduct and performance issues.
5. Skill in written and verbal communication including human resources policy and procedure development.

About PSA:

The Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants must submit:

- (1) A resume or application form, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, OF-510, Applying For A Federal Job. A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses. Indicate the lowest grade you will accept and provide salary information with each position described on the application.
- (2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. You must indicate demonstrated experience and education in each factor.

(3) A copy of your most recent Notification of Personnel Action (SF-50).

(4) A copy of your most recent performance evaluation.

Status applicants for promotion must have 52 weeks of service at the next lower grade. Time-in-grade requirements must be met by the close of this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors.

CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 8337(h) or Section 8456.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and are required to submit to urinalysis to screen for illegal drug use prior to appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Completion of a one-year probationary period is required.

Bargaining Unit Status: Not Eligible

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Submit your application package to:

Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

If you have questions about this vacancy announcement, please call Faye Redding (202) 220-5681.

Applications must arrive by the closing date of this announcement to receive consideration.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.